



## Assistant Director, Parks and Recreation

**Department:** Parks & Recreation

**EEO Code:** 21

**Class Code:** 6216

**FLSA:** E

**Effective:** 25/04/2005

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction, performs work of considerable difficulty managing the facilities within the county's park system; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Manages the maintenance, operation and construction of all facilities within the County's park system, to include writing plans and specifications, developing service and maintenance standards, and working with consultants on new projects;  
Trains, supervises and evaluates subordinate staff;  
Researches potential sites for facilities and provides recommendations concerning land development potential;  
Participates in developing the County's twenty-year master plan for parks and recreation;  
Inspects construction sites to ensure safety and effective use of resources;  
Assists with public hearings involving new facility sites;  
Coordinates the development of staff training manuals;  
Prepares the annual division budget and monitors expenditures;  
Ensures security exists at all park facilities;  
Develops and revises department policies and procedures;  
Coordinates with other departmental sections;  
Prepares detailed statistical reports;  
Coordinates special projects;  
Performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of horticulture and forestry; of supervisory principles and practices; of budget administration; of how to read plans and specifications; of parks management; of civil engineering. Considerable skill in managing a parks system; in applying supervisory principles and practices; in monitoring budget expenditures; in applying the principles of civil engineering.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a bachelor's degree in parks or related field, graduate coursework in business or public administration and four (4) years management experience in a parks environment; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.